

COMSCINST 5400.6D	COG CODE N00A	DATE 8 MAR 1989
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DEPARTMENT OF THE NAVY
 COMMANDER MILITARY SEALIFT COMMAND
 WASHINGTON NAVY YARD BLDG 210
 901 M STREET SE
 WASHINGTON DC 20398-5540

COMSCINST 5400.6D
 M-00W
 8 March 1989

COMSC INSTRUCTION 5400.6D

Subj: MILITARY SEALIFT COMMAND FORCE MASTER CHIEF, COMMAND
 MASTER CHIEF, COMMAND SENIOR CHIEF, AND COMMAND CHIEF
 PROGRAM

Ref: (a) OPNAVINST 5400.37C
 (b) CNO ltr ser 121 CI/372176 of 15 Sept 1981 (NOTAL)

Encl: (1) Duties and Responsibilities of the COMSC Force Master Chief
 (2) Duties and Responsibilities of the MSC Command Master Chiefs, Command
 Senior Chiefs, and Command Chiefs

1. Purpose. To provide guidance on the functions, duties, and responsibilities of the Military Sealift Command Force Master Chief (F M/C), Command Master Chief (C M/C), Command Senior Chief (C S/C), and Command Chief (C/C) billets.

2. Cancellation. COMSCINST 5400.6C.

3. Background. The C M/C Program within MSC, as authorized by reference (a), has proven to be an invaluable asset in stimulating communication up and down the chain of command. At the same time, it has prompted a keener sensitivity by the Commander and Commanding Officers to the needs and viewpoints of the enlisted members and their dependents and has contributed to a high state of morale, esprit de corps, and professionalism. This program is considered to be the highest priority of all MSC people-oriented efforts and requires support at all levels of the chain of command. By reference (b), the C M/C position at COMSC has been upgraded to the level of F M/C which is indicative of the emphasis and importance that the Chief of Naval Operations places in MSC and this billet.

4. Action

a. The COMSC F M/C shall be appointed in accordance with reference (a).
 Enclosure (1) outlines the functions and responsibilities of the F M/C.

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b. Area Commanders shall appoint a C M/C, C S/C, or C/C, as appropriate, from onboard assets in accordance with the procedures outlined in reference (a). The COMSC F M/C shall be provided with a copy of the appointing letter. The duties outlined in enclosure (2) shall be performed on a collateral duty basis.

c. Due to the relatively small size of the MSCOs, Commanding Officers may, at their discretion, appoint a C M/C, C S/C, or C/C to perform their duties on a collateral duty basis.

d. As Military Departments onboard USNS vessels are led by an Officer in Charge vice a Commanding Officer, the title of C M/C, C S/C, or C/C is not appropriate. The senior E-7 or above will be considered Chief Petty Officer in Charge or Assistant Officer in Charge as appropriate for the type of ship to which assigned.

e. Area Commanders and Commanding Officers shall ensure that the C M/C, C S/C, or C/C is provided adequate support and visibility so as to enhance the prestige of the billet and promote its effectiveness. Commands shall expand upon the basic duties as provided herein with local instructions which more clearly define the specific responsibilities and authority of the billet.

Distribution:

SNDL 41B (MSC Area Commanders)
41C (MSC Subarea Commanders)
41D3 (MSC Offices)
41J (OICMILDEPTs)
T-100 (Masters, civil service manned ships)

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**RESPONSIBILITIES, DUTIES, AND AUTHORITY OF THE COMSC FORCE
MASTER CHIEF**

1. Assist the Command in an active advisory role in all matters pertinent to the welfare, job satisfaction, morale, utilization, and training of enlisted members.
2. Act at all times to maintain and promote the effectiveness and efficiency of the chain of command.
3. Ensure the concept and standards of Pride and Professionalism are maintained.
4. Advise the Commander with regard to the formulation of changes in policy pertaining to enlisted members.
5. Ensure established policies are adequately explained and understood by inspiring cognizant subordinates to effectively develop and utilize basic leadership principles.
6. Routinely attend staff meetings and, when invited, participate in other discussions to promote effective communication between the officer and enlisted communities.
7. Assist in the preparation for, and participate in, ceremonies concerning enlisted members, as appropriate.
8. Participate in the reception and hosting of official enlisted visitors to the headquarters command.
9. When appropriate, represent or accompany the Commander to official functions, inspections, and conferences.
10. Be a member of or function in close coordination with the following as appropriate:
 - a. Command Retention Team
 - b. Career Counselor
 - c. Awards Board
 - d. Human Relations Council

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11. Maintain a continuing liaison with the appropriate Fleet and Force Master Chiefs to ensure appropriate communication of ideas and recommendations are transmitted between the enlisted community and command. This liaison does not alter the requirement for all official communications to be transmitted via the chain of command.
12. Act as a member of the Chief of Naval Operations' Master Chief Petty Officer Advisory Panel when directed.
13. Perform adequate official travel to subordinate commands to ensure the two-way communication between the Commander and the enlisted community is effective.
14. Maintain a close liaison with subordinate C M/Cs, C S/Cs, and C/Cs to effectively communicate ideas, policies, and programs.
15. Report, either orally or in writing, to the appropriate Area Commander or Commanding Officer, the results of official visits.
16. Report, either orally or in writing, to the Commander and/or Deputy Commander, the results of official visits, outlining any problem areas or recommendations resulting therefrom.

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**RESPONSIBILITIES, DUTIES, AND AUTHORITY OF THE COMMAND
MASTER CHIEF, COMMAND SENIOR CHIEF, AND/OR COMMAND CHIEF**

1. The C M/C, C S/C, or C/C is responsible for advising the Commander/Commanding Officer as the representative of the enlisted community for all matters dealing with enlisted policy and morale. When acting in this capacity, he reports directly to the Commander/Commanding Officer.
2. The incumbent will serve as the special assistant to the Chief of Staff/Executive Officer for enlisted matters. As such he will be responsible to the Commander/Commanding Officer/Chief of Staff/Executive Officer for promoting the effectiveness of command policy in the following areas:
 - a. Indoctrination/Orientation
 - b. Interdepartment Coordination and Communications
 - c. Training and Advancement
 - d. Human Resource Management
 - e. Sponsor Program
 - f. Retention
3. Maintain a direct and close relationship with the COMSC Force Master Chief to ensure the continued flow of information, ideas, and problem areas.
4. Where possible and appropriate, maintain liaison with enlisted personnel of the Military Departments and render assistance in the resolution of problems and dissemination of information.
5. Perform all other specific duties as directed, such as:
 - a. Promoting good order and discipline.
 - b. Morale, welfare, and recreation.
 - c. Command ceremonies involving enlisted personnel.